Memo to: []

Memo from: []

Subject: Leave of Absence

Date: []

The management team of [] have authorised an Unpaid Leave of Absence [ with your . This unpaid leave of absence will commence on [] and cease on []. During this time your entitlements such as annual and personal leave and long service leave will be suspended.

We would like to keep in touch with you during this period and will arrange for a call to be made to you from your manager, [] every weeks.

Should your circumstances change during your leave please advise us as soon as possible and if, for some reason, you wish to resign, please give us [] weeks’ notice, in writing, as per the conditions in your employment contract.

We wish you all the best for your extended absence and look forward to your return in [].

Regards,

[Name]

[Title] of Manager